

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Aviation Program Coordinator**

**Position Number: 04019**

**Location: Helena**

**Department: Transportation**

**Division and Bureau: Aeronautics/Safety and Education Bureau**

**Section and Unit: n/a**

### **Job Overview:**

This position is the Aviation Program Coordinator for the Safety and Education Bureau within the Aeronautics Division. This position is responsible for outreach, training and coordination of all the Division's aviation events and activities; program implementation; coordinates monthly newsletter publication; assists with annual Montana Aviation Conference planning; collects data to publish reports and information to create meeting minutes; as well as accounting and administrative support to Division staff.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Outreach, Training & Coordination - 50%**

- Coordinates, plans, networks, and promotes the Division's aviation events and activities, providing on-going training and support to ensure seamless delivery, professional representation, and optimal participation and services.
- Manages contracts to secure speakers, instructors, meeting locations, and vendors; ensures agreement with contracting parties; verifies proof of worker's compensation and liability insurance, when necessary; and coordinates with legal to ensure compliance.
- Provides on-going support throughout each event to ensure seamless coordination and professional presentation. Tracks enrollment; prepares and distributes materials; creates and displays visual aids; sets up events; accepts registration forms; takes attendance;

provides technical assistance; answers questions; assists with exhibits; and coordinates last-minute changes, etc.

- Advises on curriculum development, use of materials and equipment for aviation workshops, teacher conferences, and other activities. Develops, maintains and distributes educational materials and instructional aids.
- Trains educational participants (both teachers and students) at workshops, clinics, etc., on a variety of aviation topics that include aircraft simulators, aviation careers, phonetic alphabet, and airplane parts.
- Promotes aviation scholarship opportunities and manages the application process and award ceremony to recognize scholarship recipients and donors.

### **Program Implementation - 25%**

- Manages the State's Aircraft registration and renewal process to ensure compliance with Montana state law. Updates and maintains the Montana aircraft database; sends registration notice to owners of new aircrafts; and establishes the proper registration and penalty fees after categorizing the aircraft's "type." Generates and tracks invoices for new registrations and renewals; processes payments; issues decals; and reconciles registration reports. Assists with delinquent account collections.
- Interprets applicable state laws and rules and educates members of the public.
- Manages the state Pilot Registration process in accordance with regulations.
- Prepares, organizes, updates and maintains the state air search and rescue manual, equipment and other resources, disseminating accurate and current information to assist staff and volunteer coordinators in search and rescue operations.
- Assists Division with aviation search and rescue activities in the state to ensure efficient communication and enhance program operations.
- Recommends technical improvements to the Safety and Education Bureau Chief to ensure the Bureau and Division are operating efficiently. Technical recommendations may include a search and rescue database to track accidents, incidents and electronic mapping or a database to manage clinics and participants.
- Serves as the primary assistant to the Montana Aviation Conference planner. Solicits and secures exhibitors, speakers, and sponsors, conference planning schedule, budget, and assists with tracking program performance. Solicits, collects, and analyzes multiple data sources to produce various reports.

### **Newsletter Publication - 10%**

- Solicit, generate, collect, review, organize, and compile monthly newsletter contributions from internal and external stakeholders.
- Ensures applicable branding and formatting standards are met.
- Edit content as necessary.

- Prepare and submit print requests with publishers.
- Ensure timely delivery of publications.
- Implement continuous process improvement.

#### **Accounting & Administrative Support - 10%**

- Processes accounts receivable. Codes accounts properly, reconciles records, and transmits payments to accountant for deposit. Performs daily deposit as necessary.
- Purchases materials needed for events.
- Proofreads and edits documents to ensure there is no spelling, grammatical or typographical errors.
- Provides backup reception for the Administrative Assistant.
- Perform public-facing webpage updates to the MDT website.
- Serves as primary meeting record keeper for various committees, boards, and other meetings.

#### **Other Duties as Assigned - 5%**

This position performs a variety of other duties as assigned by the Safety and Education Bureau Chief in support of the department mission and bureau objectives. This position may be trained to act as a Search & Rescue Coordinator.

#### **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

#### **Physical and Environmental Demands:**

This position functions in a typical office environment and may include travelling in and out of state to project locations and conferences and meetings; coordinating special projects; and related duties as assigned.

#### **Knowledge, Skills and Abilities (Behaviors):**

Knowledge of office practices and procedures; general marketing principles and practices, content design and layout; mathematics and statistics; general bookkeeping practices; principles and practices of governmental accounting; state and federal regulations and accounting requirements; department and state automated financial systems such as SABHRS and HOC; general knowledge of

contract requirements; general education principles, techniques and procedures as well as adult/child learning methods; proper business English, spelling and grammar; and working knowledge of Word, Excel, MS Publisher, PowerPoint, Outlook, web applications, and multifunction calculator.

Skill in analyzing and reconciling accounting data; research; analyzing and developing training content; planning and coordinating projects; multitasking; decision-making; publishing and graphic design software; interpersonal communication and problem resolution; customer service; and operating a personal computer, multi-line phone and general office equipment such as a copier and fax machine.

Ability to comprehend and interpret laws, policies and procedures; manage projects and programs; organize people and tasks; problem-solve; communicate effectively verbally and in writing; ability to serve as a central point of contact among various units; establish and maintain effective working relationships with staff, government entities, professional clientele, and the general public; apply general calculations related to business applications such as calculating costs, accounting, determining values, and project; set and meet deadlines; and manage competing priorities.

### **Minimum Qualifications (Education and Experience):**

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to an Associate degree in Business, Accounting, Office Technology, or related field.

This position requires a minimum of two (2) years of related experience. Work experience in an aviation related field is preferred.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

### **Special Requirements:**

*List any other special required information for this position*

☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

35 MFPE      Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Administrative Specialist 1**

**Job Code Number: B1J051**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**